The Event Calendar

The Event Calendar Plugin allows users to create a calendar in the website to display local events for their visitors.   Events may be categorized and locations may be set so that visitors can find the venue.

In order to implement the Event Calendar, please send a ticket to embassy@america.gov for the initial set-up.

Create a Category

1. Navigate to Events > Categories.
2. In the Name field, Enter the name of the desired category.
3. Scroll down to the Color field and select the color that should appear on the calendar for any events using this category.
    a. Note: If individual colors are not selected, all categories will default to blue.
4. Click Add New Event Category.

Create a Location

1. Navigate to Events > Locations.
2. In the Name field, Enter the name of the Location (this is visible to site visitors).
3. In the Address field, Enter the street address of the location.
4. In the City field, Enter the city name.
5. In the State/Province Field, enter the correct information.
6. Enter the Zip Code in the appropriate field, if available.
7. Select the Country from the dropdown.
8. If an image should be associated with the Location, click the "Select image" button and choose from the media library or upload a new image.
9. Click Add New Event Location.

Create an Event

1. Navigate to Events > Add New
2. Enter the Title for the Event.
3. In the Content Box, add a description, if desired.
4. In the Event Date and Time section, Complete the following fields:
    a. Start date/time
        i. Click in the date field and use the calendar to select the correct date.
        ii. Click in the time field and use the slider to select the correct time.
    b. End date/time:
        i. Click in the date field and use the calendar to select the correct date.
        ii. Click in the time field and use the slider to select the correct time.

      c. All-day event? Select this box if the event will take place all day. As an example, Embassy closures are typically an all day event.

      d. Recurrence: If this is a recurring event, select the correct frequency from the dropdown.

5. A gallery of images may be added to the event. If this is desired, navigate to the Event Gallery section and click the Add Images to Gallery button. Create the gallery in the Media Library by selected the images that should appear.

6. Select the Event Category by checking the appropriate box(s) in the Event Categories section. A new category may be created from this section by clicking the + Add New Event Category link.

7. Select the Event Location by checking the appropriate box(s) in the Event Locations section. A new location may be created from this section by clicking the + Add New Event Location link.

Don't forget to select the custom sidebar option!

8. Click Publish.